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VR Prog. Survey

Approved For Release 1999/09/07 : CIA-RDP72-00450R000100360003-0
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9 April 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Review of Vital Records Program

1. This memorandum submits in paragraph eight a recommendation concerning the Agency Vital Records Program.

2. For some time I have felt that Agency components were not sufficiently concerned with their Vital Records selection and storage. Further, the lack of space at the Records Center prompted my predecessor to eliminate duplicate records storage by having bulky files serve the combined needs of Archives, Vital Records, and of some Inactive Office Records deposits.

25X1A9a 3. My inquiries resulted in a paper by Mr. [redacted] last December indicating other problem areas. I requested a more detailed analysis with interviews of records officers and the CIA Emergency Planning Officer.

25X1A9a 4. Mr. [redacted]'s interviews stimulated the attached memo from Col.
25X1A9a [redacted] which:

a. warns of the dangers in a neglected Emergency Program.

b. specifies the command responsibilities for selection of emergency records.

c. offers to write a memo for Agency distribution if we note any "diminution of effort" in our emergency Vital Materials Program.

25X1A9a 5. Mr. [redacted]'s survey stimulated a few offices (OBCI and OP) to complain to me about the danger of combining their documents for Archival and Vital Records use. The Chief of the Records Center insists the space saving is necessary and that the records are readily available although they are not all in one exclusive Vital Records Section. The Relocation Teams plan to work in that building. Last
25X1A6a week [redacted] installed 15 telephone jacks in the Records Center. If they
25X1A9a work as planned, then Mr. [redacted] is correct, the combined records would be available. But if the records are to be moved hastily in

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an emergency then this is a new consideration not in the existing plans and the consolidated records would take more time to locate and move than would segregated and duplicated collections.

25X1A9a 6. Mr [redacted]'s study is attached for your information. His background review of the Agency Emergency Planning is interesting and indicates our efforts since 1948 predate President Truman's Executive 25X1A9a Order of 1952. Mr. [redacted]'s findings prompt him to question:

25X1A6a a. Whether [redacted] could operate in an emergency.

b. Whether more equipment is needed for non-paper records.

c. Whether the selected Vital Records are approved, adequate, or available.

25X1A9a 7. Mr [redacted]'s recommendations are:

a. Construct an underground Vault at Headquarters.

b. Or, construct an underground Vault at [redacted] 25X1A6a

c. Coordinate Emergency Planning with Records Officers.

d. Provide training on the Vital Records Program.

e. Maintain a segregated Vital Records Collection.

f. Improve Vital Records methods.

g. Coordinate Schedules of Vital Records to be selected and stored.

h. Sub-divide the Vital Records Collection for storage economy.

i. Include Vital Records in Emergency Planning.

j. Coordinate proposed changes in Schedules that effect users.

k. Conduct annual on-site Emergency Relocation Tests.

25X1A9a 8. Each of Mr. [redacted]'s proposals are feasible and valid. The Vital Records Program depends on the Agency Emergency policy and is contingent upon the Records Center decision being considered by the Deputy Director for Support. In light of the foregoing, I recommend:

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a. The attached study should be provided to Mr. Bannerman and Mr. Coffey and added to the background on the overall Records Center proposals submitted to Mr. Coffey in our memorandum of 20 March 1968.

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b. The Emergency Planning Committee should be briefed by me or Mr. [redacted].

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c. The offer by Col. [redacted] to write a circular letter on emergency needs should be accepted.

d. Action on the Study recommendations a, b, and e will hinge upon the Agency solution to the records storage space problem and will be followed up at that time.

e. The remaining eight recommendations should be sanctioned by Mr. Bannerman and the managers of the Emergency Planning Committee and Vital Records Program directed to proceed with their implementation.

[redacted]

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CIA Records Administration Officer

Attachments:
1. Emergency Planning Officer Memo
2. Vital Records Report, 2 April 1968

Distribution:
Orig. - Addressee

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1 - [redacted] w/attachments
1 - Records Center w/attachments
1 - RAB ✓ With attachments

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